**INTERNAL AUDIT REPORT– (YEAR)**

**INTER-AMERICAN ACCREDITATION COOPERATION (IAAC)**

**Audit Objective**

(Describe the audit objective)

**Audit Scope**

The internal audit focused mainly on the following aspects of the IAAC management system: (List of items)

**Audit Criteria**

|  |
| --- |
| (List of [IAF/ILAC Documents](https://ilac.org/?ddownload=847)) |
| (List of IAAC Documents) |

**Audit Team**

(name, AB, country), audit team leader

(name, AB, country), audit team member

**IAAC Personnel Involved in the internal audit**

|  |  |
| --- | --- |
| **Name** | **IAAC position** |
|  |  |
|  |  |
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|  |  |
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**Access to Documents and Records**

The documents and records related to the audit scope as well as to all other aspects of IAAC operations were made available to the team leader on (date).

**Type of Internal Audit**

This internal audit was carried out (onsite at location/remotely, using Zoom and Google Drive).

**Internal Audit Plan**

| **Date** | **Time** | **Activity** |
| --- | --- | --- |
|  |  |  |
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|  |  |  |

**Classification of Findings**

At the opening meeting the team leader and IAAC representatives agreed to use the classification of findings (comments and non-conformities) as defined by IAF, ILAC and IAAC.

**Information On Audited Aspects and Conclusions**

**Document And Record Control**

**Management Review**

**Complaints And Appeals**

**Previous Internal Audit**

**IAAC evaluation by IAF and ILAC**

**Selection, Training, Qualification, and Monitoring of Peer Evaluators**

**Peer Evaluation Procedure, Management, and Arrangement Decision Making,**

**Extension into a new scope of Recognition**

**Findings of the internal audit process**

(All the detailed information regarding the findings found in the internal audit process (YEAR) are documented in the FM 021 form and were presented and discussed during the closing meeting of the internal audit process, in accordance with procedure PR 011.)

**Annexes**

(Annex 1. FM 021 IAAC internal audit format for findings)